



KANSAS NATIONAL GUARD JOINT FORCES HEADQUARTERS

FEDERAL HUMAN RESOURCE OFFICE BULLETIN
2722 SW TOPEKA BLVD. ROOM 136
TOPEKA, KS 66611



November –December 2009 Issue



Hard Copy LES's to be Turned Off November 13, 2009

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Benefits

In accordance with the Department of Air Force Policy, effective pay date November 13, 2009, hard copy Leave and Earnings Statements (LES's) will be turned off. LES's will continue to be available electronically on myPay at <https://mypay.dfas.mil>. Questions should be referred to AFAFO at arpc.afafo-workflow@arpcdenver.af.mil.

If you need help using myPay, contact the Centralized Customer Support Unit toll free at 1-888-DFAS411 or 1-888-332-7411, commercial (216) 522-5096, Defense Switching Network (DSN) 580-5096 (7:00 a.m. -6:30 p.m. / Eastern Time).

Delivered by Defense Finance and Accounting Service.

TSP Information

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Benefits

Effective Deferral Limit (I.R.C. Section 402(g))-The elective deferral limit for 2009 is \$16,500. See the Fact Sheet "Annual Limit on Elective Deferrals" at www.tsp.gov.

I.R.C. Section 415 (c) limit-The annual limit for 2009 is \$49,000 (annual).

Catch-Up Contributions-The limit on catch-up contributions for 2009 is \$5,500. If you are at least age 50 (or will become age 50 during the calendar year (e.g.\$16,500 in 2009), you may also make catch-up contributions to your TSP account. See the Fact Sheet "Catch-Up Contributions" at www.tsp.gov.

You must reenroll for **2010** Catch-Up Contributions.

Tis the Season to Know Gift Policies

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Benefits

With the holidays approaching, federal employees would do well to remember the general ethical prohibitions on giving or receiving gifts in the work environment (found in the Code of Federal Regulations at 5 C.F.R. section 2635). In general, an employee may not give, or solicit contribution for a gift to an official supervisor, and may not accept a gift from an employee receiving less pay if the employee is a subordinate. But on the occasions "where gifts are traditionally given" such as a holiday, employees may give the following to an official supervisor; items other than cash, valued at \$10 or less; items such as food and refreshments to be shared in the office, and personal hospitality provided at a residence which is of a type and value customarily provided by the employee to personal friends.



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Kansas National Guard Inclement Weather Policy Reminder/Clarification

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Services

This is just a reminder/clarification of the Kansas National Guard Inclement Weather Policy for non-essential National Guard employees (AGR, Technician and NDS employees) as stated in TPP 610, Section 2-19, Para f and g. Please ensure your employees are aware of the policy as well as your expectations. This is a safety issue and supervisors should weigh the use of their flexibilities with our military requirements. The supervisor's use of administrative leave is limited to 1 hour and is discretionary, not an employee's entitlement.

Employees working in the Topeka area will use guidance for State Agencies/Offices, there will not be a specific announcement regarding the SDB or Forbes. Procedures for personnel assigned outside the Topeka area have not changed.

1. The National Guard is responsible for numerous emergency services and responses. Employees must remember that administrative leave is a benefit and not an entitlement. Everyone is subject to recall if the need should arise.

2. Time & Leave:

- A. Employees will receive administrative leave if an inclement weather determination is made.
- B. Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay the employees would have received had there not been a Declaration of Inclement Weather.
- C. Employees who received prior approval and for authorized leave (Military Leave, Annual Leave, Sick Leave, Comp Time, etc.) during The period covered by the Declaration of Inclement Weather will not be affected by the provision of this policy.
- D. If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow normal reporting for their unexpected absence.
- E. Employees not reporting to work, reporting late to work, or leaving early due to weather conditions and a Declaration of Inclement Weather has not been declared will use annual leave, accrued compensatory time or leave without pay.

3. Questions dealing with this policy should be directed to Ms. Bobbi Harvey, 274-1172.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

9 November 2009

MEMORANDUM FOR All Army and Air National Guard Technicians

FROM: JFHQ-HRO

SUBJECT: Federal Employee Benefits Open Season Enrollment for the Federal Employees Benefits Programs (FEHB) & the Federal Dental and Vision Program (FEDVIP) & the Flexible Spending Account (FSA)

1. An **open season** during which eligible Federal employees may enroll or change enrollment to a new Federal Employees Health Benefits (FEHB) Plan, enroll in the Federal Employees Dental and Vision Insurance Program (FEDVIP) or the Flexible Spending Account (FSA) will be held from **9 November through 14 December 2009**. Under open season regulations, any eligible employee may change from one plan or option to or from self only to self and family, or any combination of these. Those employees who do not wish to make a change in their current enrollment need take no action during this open season. **Please review your current plan for any changes.**

2. There are four basic types of plans available under the FEHB Program:

a. Fee-for-Service Plans (FFS) - These plans reimburse you or your health care provider for covered services. If you enroll in one of these plans, you may choose your own physician, hospital, and other health care provider arrangements in many parts of the country. By using preferred providers, you can reduce your out-of-pocket expenses and, in some cases, receive enhanced benefits. Fee-for-service plans include the Service Benefit plan sponsored by Blue Cross and Blue Shield and plans sponsored by unions and other employee organizations. Several employee organization plans are open to all eligible employees who are full or associate members of the organizations that sponsor the plans; other employee organization plans are restricted to employee organization groups and/or agencies. (See the employee organization plan brochures for information about membership and membership fees, which are in addition to your bi-weekly premiums.) Health Maintenance Organizations (HMOs) - A prepaid health plan that provides a comprehensive array of medical services, emphasizing prevention and early detection, through contracted physicians, hospitals, and other providers. Care received from a non-plan provider, other than emergency care, is not covered.

c. Point of Service (POS) - A managed care product that provides members with the option of using a selected network of providers. By using in-network providers, your out of pocket expenses are minimal, or the same as an HMO. If you use out-of-network providers, you are subject to substantial out-of-pocket costs in the form of deductibles, coinsurance, and co-payments.

d. High Deductible Health Plans (HDHP) - A health care option that gives you additional opportunities to save and better manage your hard-earned dollars. High Deductible Health Plans (HDHP) was introduced by the FEHB Program in 2006. These plans together with a Health Savings Account (HSA) or a Health Reimbursement Arrangement (HRA) provide a tax advantage savings vehicle for the purpose of paying for your medical expenses. To learn more about HDHP go to www.opm.gov/hsa. Additional information will be in the 2010 FEHB Brochure.

3. The OPM web site contains RI 70-1, 2010 Enrollment Information Guide and Plan Comparison Chart, and the individual plan brochures in order that all employees may have the opportunity to compare the various plans. The address is www.opm.gov/insure/health/. If you do not have access to the Internet, a limited amount of brochures will be made available to your base/headquarters/activity—the designated location to be centrally located in order that all employees may have the opportunity to compare the various plans. The RI-70-1 provides you with summaries and general descriptions of the benefits and the 2010 Bi-weekly rates for each plan available.

It can also be used to compare benefits among plans. However, since they contain only a general description of plan benefits, do not rely solely on benefit summaries when deciding to enroll in or change enrollment to another plan.

It is important to remember that only you can decide which plan is best for you and your family. After examining the benefits summary, if you decide that you are interested in enrolling in or changing to a particular plan, you may want to review the brochure of that plan for a complete description of the benefits.

4. Should you desire to enroll or change enrollment, the attached locally-devised registration form should be completed and mailed to the JFHQ-HRO, 2800 SW Topeka Blvd., Topeka, KS 66611-1287, or in the case of the Air Guard bases or other activities with several employees, a central location may be established in order that all requests be sent together. In that case, one individual should have designated responsibility to return applications. Upon receipt of the registration form in HRO, a SF-2809 (Health Benefits Registration Form) will be prepared and forwarded to you for signature which will accomplish your enrollment. The SF-2809(**revised Oct 2004, previous editions unusable**) must then be returned to this office. You will receive your copy back when all actions are completed. New enrollments and changes during open season will become effective 3 January 2010, as well as the cost change on all plans.

5. If you change plans, you will receive a 2010 brochure for the plan in which enrolled from the insurance carrier after open season. The brochure in addition to providing complete information on plan benefits provides information on how plan benefits or services can be obtained. Be advised that some employees, when changing plans, have experienced a delay in receiving membership cards and had some problems with bills being paid until they are entered in the new plan's system. This could take up to 60 days. Your copy of the SF-2809 should prove insurance coverage until then.

6. Temporary Continuation of Coverage (TCC): You should be aware that if you leave Federal employment, you will probably be eligible for TCC (unless you are separated for gross misconduct). TCC can continue your enrollment for up to 18 months. TCC is also available for up to 36 months for dependents who lose eligibility as family members under your enrollment. This includes spouses who lose coverage because of divorce and children who lose coverage because they marry or reach age 22. TCC enrollees must pay the total plan premium (without a Government contribution) plus a 2% charge for administrative expenses. There are specific time frames in which you or your dependent must enroll for TCC. Contact HRO for a copy of RI 79-27 to obtain additional information.

7. Also note that a technician must have been enrolled in the Federal Health Benefits Program for at least five years immediately before retirement or since the first opportunity to enroll in order to carry health benefits into retirement. Also note that information you provide by enrolling in the Federal Employees Health Benefits Program may also be used for computer matching with Federal, State or local agencies files to determine whether you qualify for benefits, payments, or eligibility in the Federal Employee Health Benefits Program, Medicare, or other government benefits programs.

8. If you participate in **Premium Conversion**, FEHB Open Season is the only time you may change from Family to Self Only or cancel your enrollment without experiencing a Qualifying Life Event (QLE). You may **waive** your participation in Premium Conversion during FEHB Open Season only. Contact this office if you are interested.

9. The Federal Employees Dental and Vision Program (FEDVIP) is available to eligible federal employees during this year's FEDVIP Open Season. FEDVIP will offer enrollees group dental and vision insurance at competitive rates without pre-existing conditions. Coverage is effective 31 December 2009. Employees can enroll in self only, self plus one or self and family coverage. For information about the program including plan rating areas and premiums, a plan comparison tool, and links to plans' websites, plan brochures and to enroll on BENEFEDS.com go to www.opm.gov/insure/dentalvision. Employees will be able to enroll on www.BENEFEDS.com only starting 9 November 2009 by 5:00 a.m. Eastern Time. The site will turn off at midnight Eastern Time on 14 December 2009. For additional information you may contact a Customer Service Representative at 877-888-3337.

10. FSAFEDS is the Federal Flexible Spending Account program available to Federal employees. FSA allows you to set aside pre-tax money for eligible health care and dependent care expenses. You can save between 20% - 40% on everyday expenses with FSAFEDS. FSAFEDS offers three types of FSAs: A general purpose Health Care FSA, a Limited Expense Health Care FSA and a Dependent Care FSA. A general purpose Health Care FSA (HCFSA) is used to pay for eligible health care expenses not covered by your FEHB, FEDVIP or any other insurance. Expenses such as co-payments, co-insurance, deductibles, over-the-counter medicines, medical supplies, prescription drugs, vision care, dental care, shipping and handling charges for mail-order prescriptions and eligible over-the-counter items are covered. Go to <https://www.fsafeds.com/fsafeds/eligibleexpenses.asp> to view an extensive list of eligible health care services and products. A Limited Expense Health Care FSA (LEX HCFSA) is designed for individuals who are enrolled in or covered under a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). Under IRS rules, you cannot enroll in a general purpose HCFSA and HSA at the same time. You can enroll in a LEX HCFSA and an HAS at the same time. A LEX HCFSA limits coverage to a eligible dental and vision expenses not covered by other insurance. A Dependent Care FSA (DCFSA) is used to pay for childcare an/or adult dependent care expenses that are necessary to allow you and your spouse (if married) to work, look for work or attend school full-time. You must enroll every year. **ATTENTION CURRENT 2009 PARTICIPANTS: If you want to participate in 2010 you must RE-ENROLL. Enrollments DO NOT carry forward year-to-year.** Visit www.FSAFEDS.com for additional information or call 1-877-888-3337.

11. If you have any questions about anything covered in this letter or the FEHB, FEDVIP or FSA in general, you may contact Bobbi Harvey at (785) 274-1172, DSN 720-8172, MSgt Robin Lewis at (785) 274-1206, DSN 720-8206 or MSgt Kathy Thornton at (785)274-1187.

FOR THE ADJUTANT GENERAL:

//signed//

KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

Encl. Registration Form

HEALTH BENEFITS OPEN SEASON REGISTRATION FORM

FILL IN THE IDENTIFYING INFORMATION BELOW:

(Print or type last name, first name, middle initial)

(Mailing Address-number and street, city, state, zip code)

(Daytime Phone #)

(Date of birth – month, day, year)

(Social Security Number)

Sex: _____ Male _____ Female Married: _____ Yes _____ No

1. I elect to enroll in a health benefits plan as shown below:

NAME OF PLAN	OPTION (HIGH/STANDARD)	ENROLLEMENT CODE

2. List all eligible family members without exception in space below: (Use the reverse side of this form if necessary)

NAME:

FIRST NAME, ZIP CODE SEX SSN RELATIONSHIP DOB
MIDDLE INITIAL) (MM, DD, YY)

Spouse					

3a. Do you, your spouse, or any other eligible family members have any group health insurance coverage other than the FEHB plan in which you are now enrolling or enrolled.

Yes _____ (complete 3b below) No _____

3b. TYPE OF INSURANCE	MEDICARE (IF YES, INDICATE PART(S))	TRICARE
	No Yes	
PRIVATE (SPECIFY NAME)		

4. Check one:

- _____ New enrollment. I have not previously had coverage.
_____ Change enrollment from one plan to another.
_____ Change option within current plan.
_____ Change from self only to self and family.
_____ Cancel enrollment.
_____ Change from self and family to self only.

(Signature)

(Unit/Activity where employed)

(Location of Employment-City)

Federal Benefits

FastFacts

BENEFEDS

* **What is BENEFEDS?** BENEFEDS is an enrollment and premium processing system sponsored by OPM that you must use to enroll in the Federal Employees Dental and Vision Insurance Program (FEDVIP). BENEFEDS includes a secure website and a call center.

BENEFEDS also handles billing and premium administration for FEDVIP and for the Federal Flexible Spending Account Program (FSAFEDS).

* **Why should I use BENEFEDS?** It's the ONLY place to enroll in a FEDVIP plan. You enroll securely online at www.BENEFEDS.com or by telephone at 1-877-888-3337, TTY 1-877-889-5680.

* **Is my personal information safe in the BENEFEDS system?** Yes. The BENEFEDS.com website employs a number of security features such as password lockouts after 3 consecutive incorrect attempts, session time-outs to protect unattended machines, and encryption to ensure your information is kept private and secure.

* **When do I use BENEFEDS?** As a new or newly eligible employee -

- To enroll in a FEDVIP dental plan and/or FEDVIP vision plan within 60 days of becoming eligible

During the Federal Benefits Open Season to -

- enroll in a FEDVIP dental plan and/or FEDVIP vision plan
- change to another FEDVIP dental plan and/or FEDVIP vision plan
- cancel your FEDVIP coverage
- change your FEDVIP enrollment type (Self, Self plus One, Self and Family) or plan option
- add or remove covered family members from your FEDVIP enrollment(s) (all eligible family members must be listed on Self and Family enrollments)
- view FEDVIP plans and rates available in your region
- ask questions about your FSAFEDS allotments and/or FEDVIP premiums

Outside Open Season to -

- make permissible changes in your FEDVIP enrollment if you experience a qualifying life event (QLE)
- update your FEDVIP personal information, such as changes in your name, address, family members, employing agency, retirement status
- ask questions about your FSAFEDS allotments and/or FEDVIP premiums

*** Can my agency contact BENEFEDES on my behalf?** Yes, if you have completed an Authorization of Disclosure Form and sent it to BENEFEDES. You can find the form in the Help section at www.BENEFEDES.com.

*** How can I reach BENEFEDES?**

- Internet: www.BENEFEDES.com
- Telephone: 1-877-888-3337, TTY 1-877-889-5680
- To send an email through the BENEFEDES website go to www.BENEFEDES.com and follow the link to "Contact BENEFEDES"
- Contact by regular email at: Service@BENEFEDES.com
- Send BENEFEDES correspondence by mail to:

BENEFEDES
P.O. Box 797
Greenland, NH 03840-0797

Federal Benefits

FastFacts

The Federal Employees' Group Life Insurance Program (FEGLI)

*** What is FEGLI?** FEGLI provides *term life insurance* at group rates with payroll deductions available through your Federal agency. Benefits are paid if you or a family member die or if you become dismembered while insured.

It's important protection to help you plan for the future financial needs of your family and loved ones.

*** What types of coverage are available?** There are two types of FEGLI life insurance: Basic and Optional.

Basic: Equals your salary rounded up to the next even \$1,000, plus \$2,000; includes Accidental Death and Dismemberment coverage at no additional cost; plus "Extra Benefit" coverage for enrollees under age 45. The Extra Benefit doubles the amount payable for Basic if you are age 35 or younger when you die. This extra amount decreases each year by 10% until there is no "extra" coverage payable if you die at age 45 or older.

Optional: There are three types of Optional insurance: Option A-Standard (\$10,000 of life insurance), Option B-Additional (you choose from 1 to 5 times your salary), and Option C-Family (coverage on your spouse and eligible dependent children).

*** Am I eligible?** Most Federal employees are eligible. If you are employed in a "FEGLI-eligible" position, you are automatically covered the first day you are in a pay and duty status with your employing agency for basic coverage.

You may also purchase additional coverage, or elect to cover your spouse and eligible dependent children under this Program.

If you elect to waive basic coverage, you may not elect optional coverage(s).

*** How much do I pay?** For Basic insurance, you pay \$.15 biweekly for each \$1,000 of your coverage. The Federal Government pays the remaining 1/3rd of the cost of Basic insurance. (Basic is free for U.S. Postal Service employees).

For Optional insurance, you pay the full cost, which varies depending on the option(s) you elect, your salary, and your age. Optional insurance premiums increase based on five-year bands. Premiums are available at www.opm.gov/insure/life/rates/index.asp

*** When can I enroll?** Newly hired and newly eligible employees are automatically enrolled in Basic insurance on their first day in pay and duty status.

If you want Optional insurance, you must elect coverage within 31 days after becoming eligible.

*** Can my agency contact BENEFEDES on my behalf?** Yes, if you have completed an Authorization of Disclosure Form and sent it to BENEFEDES. You can find the form in the Help section at www.BENEFEDES.com.

*** How can I reach BENEFEDES?**

- Internet: www.BENEFEDES.com
- Telephone: 1-877-888-3337, TTY 1-877-889-5680
- To send an email through the BENEFEDES website go to www.BENEFEDES.com and follow the link to "Contact BENEFEDES"
- Contact by regular email at: Service@BENEFEDES.com
- Send BENEFEDES correspondence by mail to:

BENEFEDES
P.O. Box 797
Greenland, NH 03840-0797

Federal Benefits *FastFacts*

The Federal Employees Health Benefits (FEHB) Program

* **What is the FEHB Program?** FEHB provides comprehensive health insurance. You can choose from fee-for-service (FFS) plans, health maintenance organizations (HMOs), consumer-driven health plans (CDHPs) and high deductible health plans (HDHPs). Find more information on types of plans at www.opm.gov/insure/health/planinfo/types.asp.

* **Am I eligible?** Most Federal employees are eligible to enroll; those who are not eligible usually have limited appointments of short duration, or work sporadically only during certain seasons or when needed by their Federal agency. If you think you may be eligible and your agency has not provided information about enrollment, contact your Human Resources (HR) office.

* **When can I enroll?** New employees, employees who are newly eligible, and those who experience certain FEHB qualifying life events (QLE) such as marriage, divorce, birth, death, etc., may enroll within 60 days of becoming eligible or of the QLE. (Find a summary of the major QLEs at www.opm.gov/insure/health/planinfo/qle.asp.) All other employees may

enroll during the annual Federal Benefits Open Season (held from mid-November through mid-December).

* **How do I enroll?** Some agencies use the Health Benefits Election Form (SF 2809) while others use an online self-service system such as Employee Express, MyPay, Employee Personal Page, EBIS, etc. Contact your HR office for details.

* **How much do I pay?** What you pay is based on the plan and option you choose. Generally, premiums are shared by you and your Federal agency. Premiums vary by plan but generally you pay about 30% and your agency pays about 70%.

You can find health insurance premiums in these materials from your HR office:

- health plan brochures
- the *Guide to Federal Benefits*

These materials are also available on our website at www.opm.gov/insure/health

* **Can I pay my premiums pre-tax?** Paying premiums pre-tax (known as premium conversion) allows Federal employees to use pre-tax dollars to pay premiums for the FEHB Program. You will automatically be under premium conversion unless you elect to waive it. Federal retirees are not eligible to pay premiums with pre-tax dollars.

* **What enrollment restrictions will I have under premium conversion?** You will not be allowed to change your enrollment to Self Only or cancel

outside of Open Season or experiencing an FEHB-specific QLE.

*** When can I change my enrollment?**

During the annual Open Season or when you experience a QLE.

*** What are some important things I should know?**

- There are no waiting periods and no pre-existing condition limitations, even if you change plans;
- Each plan contracts with doctors and hospitals (known as a provider network). Your doctor may participate in one or more provider networks;
- You will reduce your out-of-pocket costs by visiting doctors and hospitals who contract with your plan. Visit your plan's website to determine which providers participate in the plan's network;
- FEHB coverage automatically continues each year; you do not have to reenroll;
- You can continue FEHB coverage into retirement if you meet certain eligibility and enrollment requirements;
- If you are enrolled in the Federal Flexible Spending Account Program, you may

submit your health benefits copayments, coinsurance and deductibles as eligible expenses for your FSA account.

*** Are there resources I can use to help me find the right health plan?**

Yes, the list of resources below can help you. You can find these on our website at

www.opm.gov/insure/health.

- Compare Health Plans, a tool that allows comparison of benefits of up to four plans in one view
- The *Guide to Federal Benefits* contains information about the FEHB Program to support your decision making process
- Information on plan quality
 - Satisfaction ratings of customers enrolled in each plan
 - Plan effectiveness of patient care measures

*** Where can I go for more details or additional information?**

- Your health plan's brochure
- The *Guide to Federal Benefits*
- Our website at www.opm.gov/insure/health

Federal Benefits

FastFacts for Dental Insurance

The Federal Employees Dental and Vision Insurance Program (FEDVIP)

*** What is dental insurance under FEDVIP?** FEDVIP provides a dental insurance plan to supplement any dental coverage you may have under the Federal Employees Health Benefits (FEHB) Program or under a non-FEHB plan.

You can choose from 4 nationwide and 3 regional dental plans covering: basic services such as exams, x-rays, and cleanings; intermediate services such as fillings and extractions; major services such as crowns and root canals; and orthodontics services for dependents under age 19 and subject to a plan's waiting period.

Please see each plan's brochure for details on what's covered.

*** Am I eligible?** If you are eligible to enroll in the Federal Employees Health Benefits (FEHB) Program, you are eligible to enroll in dental insurance. However, you do not have to be enrolled in an FEHB plan to enroll in a dental plan. If you are uncertain about your eligibility, contact your Human Resources Office.

*** When can I enroll?** New employees, employees who are newly eligible, or those who experience certain qualifying life events (QLE) such as marriage, divorce, birth, death, etc. may enroll within 60 days

of becoming eligible or of the QLE. (Find a summary of the major QLEs at www.benefeds.com/BenefedHelp/FEDVIP/qualifying_life_events.htm.) All other eligible employees and eligible **annuitants** may enroll during the annual Federal Benefits Open Season (held from mid-November through mid-December).

*** How do I enroll?** You must enroll through BENEFEDS, a secure enrollment website sponsored by OPM. You may enroll online at www.BENEFEDS.com or by calling 1-877-888-FEDS (1-877-888-3337), TTY number 1-877-889-5680.

*** How much do I pay?** What you pay is based on where you live (your rating region) and the plan and option you choose. Premiums are paid with pre-tax dollars. Premiums are paid entirely by the enrollee; there is no Government contribution.

You can find the rating region chart and premiums in these materials from your HR office:

- Dental plan brochures
- *The Guide to Federal Benefits*

These materials are also available on our website at www.opm.gov/insure/dental

*** How will benefits be coordinated with my FEHB health plan?** Dental benefits available under your FEHB plan are paid first. Your dental plan will coordinate benefits with your FEHB plan. Your dental premiums are not reduced if you have dental coverage under your FEHB plan.

*** When can I change my dental insurance enrollment?** You may make certain changes to your plan during Open Season or if you experience a FEDVIP-specific QLE. (Find a summary of the major QLEs at www.benefeds.com/BenefedHelp/FEDVIP/qualifying_life_events.htm.)

*** What are some important things I should know?**

- Some of the dental plans do not provide out-of-network benefits, i.e., they don't pay for services furnished by doctors with whom they have not contracted. Thus, you must use an in-network provider to receive benefits. Each plan has a separate network.
- The plan's providers are available on the plan's website. Links to the plans' individual websites are available at www.opm.gov/insure/dental/planinfo/index.asp.
- Generally, you cannot cancel your dental coverage outside of Open Season. Your provider leaving the network, your retirement, or your inability to afford premiums are not qualifying life events permitting cancellation.
- Your FEDVIP enrollment **automatically** carries over from year to year. You do not need to reenroll. If you wish to cancel or change enrollment you must do so through BENEFEDES during the Open Season.

- Your FEDVIP coverage will continue into retirement. There is no requirement that you be covered for a length of time prior to retirement.
- You must make any changes to your name, address, dependents, etc. through BENEFEDES. Your HR office cannot make these changes for you.
- If you are enrolled in the Federal Flexible Spending Account Program, you may submit your dental copayments and deductibles as eligible expenses for your FSA account.

*** Are there resources I can use to help me find the right dental plan?**

Yes, the list of resources below can help you. You can find these on our website at www.opm.gov/insure/dental/index.asp

- Dental plan brochures
- *Guide to Federal Benefits* that contains information about the FEDVIP Program
- A Compare Plans Tool that allows comparison of benefits of up to four plans in one view

For information on enrollment, effective dates and premiums, please visit www.BENEFEDES.com.

*** Where can I go for more details or additional information?**

- Your dental plan's brochure
- *The Guide to Federal Benefits*
- Our website at www.opm.gov/insure/dental

Federal Benefits

FastFacts

The Federal Flexible Spending Account Programs (FSAFEDS)

* What is FSAFEDS?

FSAFEDS is a program you can enroll in that allows you to contribute money from your salary, before taxes are withheld. That money is set aside in an account for you. Then you incur eligible out-of-pocket healthcare and/or dependent care expenses and get reimbursed from the money in your FSAFEDS account(s).

You pay less tax saving you money.

* How much can I save?

Here's how the math works. Let's say you make \$1,000 per pay date – that means you pay taxes on \$1,000 per pay date. If you put \$20 per pay date in FSAFEDS then you would only pay taxes on \$980. You pay less tax – and that is how you save money by enrolling in FSAFEDS. Of course, your exact savings will depend on your tax bracket and the amount you put in FSAFEDS. The more you contribute, the more you can save.

* Am I eligible for each account?

Health Care (HCFA) and Limited Expense Health Care (LEX HCFA): Employees of participating agencies who are eligible for the Federal Employees Health Benefits (FEHB) Program (whether enrolled in FEHB

or not) may enroll in one of these accounts.

Dependent Care (DCFSA): All employees of participating Federal agencies (except for intermittent employees who are expected to work fewer than six months) may enroll in this type of account.

By law, retirees and survivor annuitants are not eligible.

* What types of accounts are available?

There are three types of FSAs.

1. *Dependent Care Flexible Spending Account (DCFSA):*

– Reimburses eligible non-medical day care and elder care expenses. Dependents include your children under age 13 and any dependents on your Federal tax return who are incapable of self-care.

2. *Health Care Flexible Spending Account (HCFA):*

– Reimburses eligible health care expenses for you and your tax dependents which are NOT covered or reimbursed by FEHB, FEDVIP, or any other insurance coverage.

3. *Limited Expense HCFA (LEX HCFA)* (only for those enrolled in or covered by a High Deductible Health Plan with a Health Savings Account):

– Reimburses only eligible dental and vision expenses which are NOT covered or reimbursed by FEHB,

FEDVIP, or any other insurance coverage.

*** Dependent Care (DCFSA) – examples of eligible expenses**

- Child care (at a day care center, day camp, sports camp, nursery school, or by a private sitter)
- Late pick-up fees
- Before and after school care
- Adult day care expenses

*** Health Care (HCFSA) – examples of eligible expenses**

- Copayments, coinsurance, and deductibles
- Over-the-counter medicines and products (e.g., aspirin, bandages, sunscreen, hand sanitizer, cough medicines)
- Acne treatments and products
- Dental and vision care services and products
- Infertility treatments
- Chiropractic services

*** Limited Expense (LEX HCFSA) – examples of eligible expenses**

- Contact lenses, solutions, cleaners, and cases
- Eyeglasses, refractions and vision correction procedures
- Crowns, fillings, dental cleanings, and orthodontics

*** How much can I contribute?**

You may contribute a minimum annual election of \$250 and a maximum annual election of \$5,000 per account.

*** When can I enroll?**

Newly hired and newly eligible employees, including those who experience an FSAFEDS-specific qualifying life event (QLE), can enroll within 60 days of becoming eligible, but no later than October 1.

Other eligible employees can enroll during the annual Federal Benefits Open Season held from mid-November to mid-December.

*** How do I enroll?**

Go to www.FSAFEDS.com or call 1-877-FSAFEDS (372-3337), TTY: 1-800-952-0450

*** What are some important things I should know?**

- You must enroll each year even if you are currently participating.
- You may use the money in your account from the effective date of your enrollment all the way through 2 ½ months AFTER the end of the year. That's a total of 14 ½ months if you enroll during the Federal Benefits Open Season.
- Plan wisely. The IRS requires that you **lose** any money in your account for which you do not incur eligible expenses and file claims by the deadlines.

*** Where can I go for more details or additional information?**

- www.FSAFEDS.com
- 1-877-FSAFEDS (372-3337)
TTY: 1-800-952-0450



Restoration of Forfeited Technician Annual Leave

Submitted by Bobbi Harvey
Human Resource Specialist/Employee Services

Technician annual leave may be restored to a technician after it has been forfeited at the end of a leave year in the following circumstances:

Administrative Error: The employing agency determines what constitutes an administrative error. Exigency of the Public Business, the employing determines that an exigency is of major importance and that excess annual leave cannot be used.

A request for restoration that was forfeited due to an agency of the public business or sickness of the employee may be considered only if the annual leave was scheduled in writing before the start of the third biweekly pay period to the end of the leave year. For this year that date would be November 22, 2009.

The time limit for using restored annual leave is no later than the end of the leave year ending two years after...

- The date of restorations of the annual leave forfeited because of an administrative error.
- The date fixed by the head of the agency or designed as the date of termination of the exigency of the public business.
- The date the employee is determined to be removed from illness or injury and able to return to duty.

The "National Emergency by Reason of Certain Terrorist Attacks" (Presidential Proclamation of 14 September, 2001) is deemed to be an exigency of the public business. For any technician who forfeits annual leave at the beginning of a leave year because the agency determined the employee's services were required in response to a national emergency, the forfeited annual leave is deemed to have been scheduled in advance. Requests for restoration of forfeited annual leave (IAW) should be quoted in the request submitted to HRO.

To avoid the loss of unused annual leave, all use or lose annual leave should be used by the end of the last pay period of 2009 which is 2 January 2010.

Technician Retirements

Air

Best wishes to Nicole Willis who retired on August 10, 2009 as a Materials Handler at the 190th ARW. We wish Nicole well in her retirement.

Congratulations to Portia A. Taylor, who retired September 30, 2009 after 20 years of dedicated service as an Administrative Support Technician at the 190th ARW, Communications Flight, Forbes Field. We wish Portia many years of retirement happiness.

Best of luck to James F. Hunter who retired on October 23, 2009 after almost 24 years of service as a Supervisor IT Specialist at the 161st Intelligence Squadron at McConnell AFB.



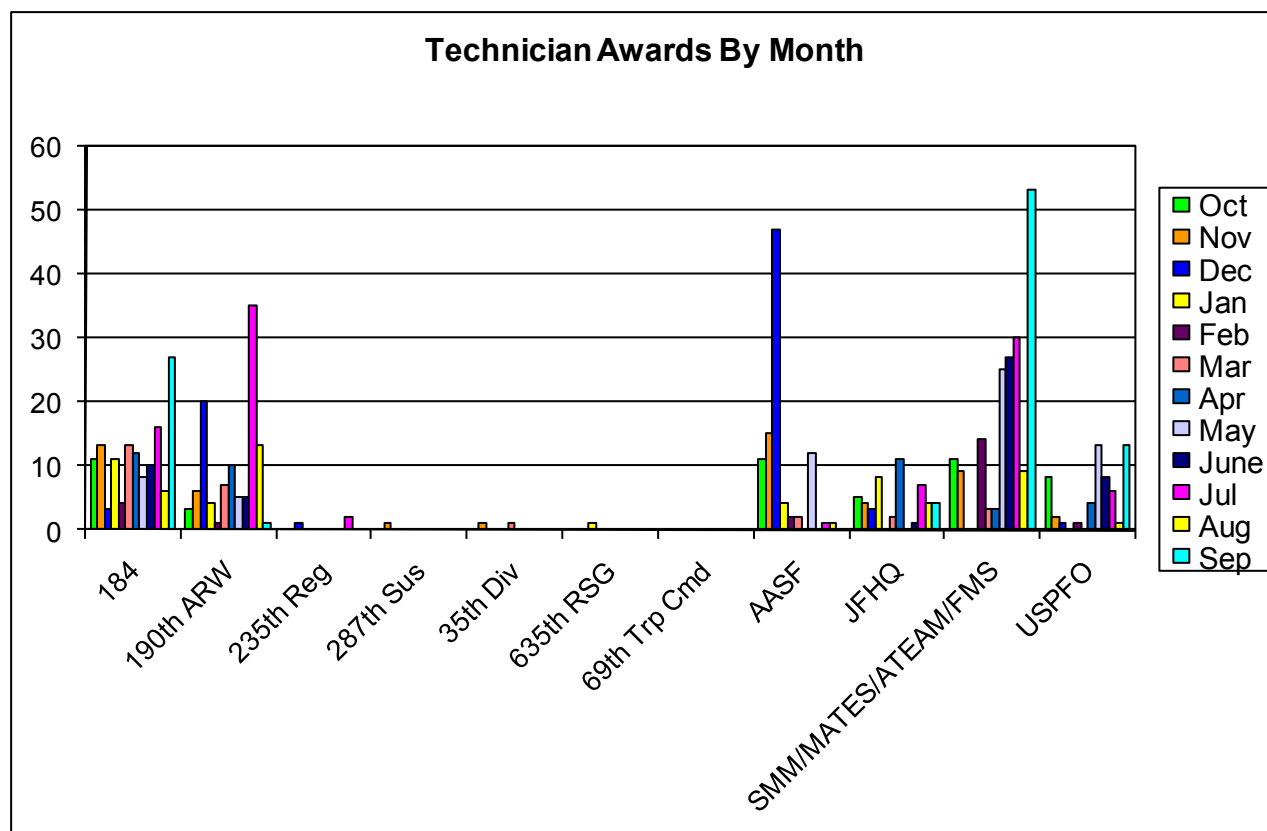


TECHNICIANS

August & September 2009

Technician Awards

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, Sustained Superior Performance (SSP) & Quality Step Increase (QSI) for the months of October 2008 through September 2009.



ACCESSIONS

ALLERHEILIGEN, RYAN W., CSMS
ANDERSON, CHARLES C., 190 ARW
BARBER, MICHAEL J., JFHQ/J3
BEARCE, RYAN S., JFHQ/JOC
BECKER, JUSTIN A., JFHQ/JOC
CLARKE, SHANE M., 184 IW
CUNNINGHAM, DONALD, STAR MED DET
DELEON, PRECILIANO, 190 ARW
DIRK, AARON W., USPFO
DUNHAM, SHAWNA M., JFHQ/MILPER
GARNETT, JENNIFER M., MATES
GARST, KADE D., JFHQ/J5/7
HENDRICKSON, TANNER J., FMS 8
HIDALGO, MENDEZ JERLING M., 190 ARW
HONEA, ALEXANDRA, 190 ARW
JACOBS, JUSTIN P., JFHQ/RISILIENCY

ACCESSIONS

KAPPEL, JOSHUA R., KSTC
LEWIS, JAMES W., 184 IW
LINDSEY, ERIN E., MATES
LOMBOY, RICHARD C., USPFO
MAINS, PAUL R., FMS 8
MANLEY, SHAWN C., JFHQ/CMD ADM
MOONEYHAM, JAMES K., AASF 2
MOORE, JESSICA L., 184 IW
MOORE, JOHN C., 184 IW
NELSON, STEVEN O., 190 ARW
NOYES, DANIEL L., FMS 5
OHMIE, BRANDON J., USPFO
PAVEY, JAMIE L., MATES
PICANSO, ANTHONY C., AASF 1
SALAZAR, JOHANNA M., 287TH SUST BDE
SALAZARAGUIRRE, EDGAR, 184 IW

ACCESSIONS CONTINUED...

SCHNACKER, MATTHEW R., MATES
SMITH, JOSEPH D., 184 IW
STEBENS, KODY L, CSMS
SWISHER, AUSTIN, ATEAM
TIPPY, BRANDON E., FMS 1

PROMOTIONS

ARNOLD, PAUL H., 184 IW
BAETZ, JASON A., MATES
COFFIN, MICKEL E., 190 ARW
COX, MARC A., ATEAM
CROCHRAN, YOLAUDRA V., USPFO
HANSEN, KEVIN R., 184 IW
HANSON, MARK A., JFHQ/DCS
HARRALSON, JAMES A., FMS 7
JACKSON, CHRISTOPHER J., FMS 8
JOHNSON, PETER J., ATEAM
LEBBIN, DAVID L., AASF 2
MCDONALD, JAMES L., JFHQ/DOIM
MULLEN, JASON C., MATES
MULLINAX, MARK C., MATES
MUNSON, CHRISTOPHER E., MATES
NEIL, MARIO R., ATEAM
NOVEROSKE, WILLIAM L., MATES
OVERFORS, GREGORY P., JFHQ/DCS
PHILIP, DANIEL D., MATES
PHROMPHUWAL, SITTHISAK, ATEAM
QUINTANILLA, ROBERT, USPFO
ROBINSON, KAITLIN, M., ATEAM
SIEFERT, BRIAN D., 184 IW
WALHMEIER, CAMILLUS J., ATEAM
WARNER, WILLIAM E., FMS 4
WARTON, ROBERT G., CSMS
WESTERMANN, STEPHAN A., 190 ARW
WILCOX, KEVIN S., CSMS
WILLIAMS, ROBERT T., MATES

REASSIGNMENTS

FUENTES, PRIMITIVO, ATEAM
MASON, PAUL A., MATES
ROBERTS, DONALD W., USPFO
RUBIO, KRISTY A., USPFO
UKEN, KENDRA D., ATEAM
UNGER, JOEL C., 184 IW
WADSWORTH, GREGORY S., 190 ARW
WELLMEIER, HAROLD W., ATEAM



SEPARATIONS

BEARCE, RYAN S., 190 ARW
BLINDT, MICHELLE M., JFHQ/MILPER
BLISS, PAUL G., 184 IW
BONHAM, DONALD R., 2-137IN BN
CAMBLIN, KIRK T., 2-130 BN FA
COMBES, TERRY G., 184 IW
DEGAND, JOHN L., AASF 2
FOX, LINDA ., JFHQ/DCS
FRAWLEY, TIMOTHY S., 184 IW
GOOD, ROBERT, AASF 1
HARVEY, BRET D., 184 IW
HENKLE, JAMES H., 287TH SUST BDE
HESTER, FRANCIS G. JR., DCSOPS
HOGAN, CHRISTOPHER D., 184 IW
HUDSON, LORI A., 69 TROOP CMD
KARAKER, JEFFREY K., 2-137 IN BN
KOTTMAN, DANIEL R., FMS 9
KUBIE, TIFFANY D., 190 ARW
LORD, JENNIFER L., 190 ARW
MAXWELL, KENNETH R. II, 2-130 BN FA
MCBRIDE, HAROLD D., 2-137 IN BN
MCCOSH, JAMES, JFHQ/JOINT STAFF
MCGUIRE, MICHAEL J., 184 IW
MCWHIRT, RONNIE R., FMS 11
MEADE, THOMAS A., 2-137 IN BN
MERKEL, ROBERT G., USPFO
MERRILL, COREY R., USPFO
MORRIS, PHILIP N., 2-130 BN FA
MULKEY, ANDREW M., JFHQ/JOC
NEWTON, SHAWN M., MATES
NICHOLS, JUSTIN L., 190 ARW
PALMER, SEAN M., 184 IW
PARKS, FLOYD E., 184 IW
PAVEY, JAMIE L., MATES
PEAK, STEPHEN R., DCSOPS
PEARSON, ANGELA, D., 184 IW
PELKEY, LEROY F. JR., CSMS
PELTZ, JANINE K., JFHQ/DOM
REID, JESSE L., 190 ARW
SALAZARAGUIRRE, EDGAR, 184 IW
SCHULTZ, JENNIFER M., 184 IW
SMITH, STEVEN L., CSMS
STRONG, WILLIAM A., 287TH SUST BDE
TURK, MANUEL, 2-137 IN BN
VILCOT, DAVID C., MATES
WAGSTAFF, STANLEY D., JFHQ/GPJRTC
WEST, JESSE T., 2-137 IN BN
WIER, SAMANTHA M., USPFO
WILLIAMS, BRIAN D., USPFO
WILLIS, NICOLE L., 190 ARW
WOLLAWAY, ALLEN D., JFHQ/JOINT STAFF

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3. [How Can You Help A Family Member Who Is Abusing Alcohol Or Drugs?](#)
4. [For Your Information](#)

EAP Services:

1. [How to Use Your EAP](#)



How To Be Happier...Everyday

What would it take to make you happier? More money? A bigger house? A new relationship? Maybe a flatter stomach? According to the latest research on happiness, none of the above will make you happier in the long run. Human beings adapt, researchers report, so acquiring new material possessions or changing life circumstances don't result in sustained happiness. That new car, promotion or house feels great at first. Then we get used to it. An often-cited study found that within one year, lottery winners returned to approximately the same level of happiness they experienced before their windfall.

So, what does it take to be happier? Through analyzing studies on identical twins and other research, happiness researchers have determined that each of us has a "happiness set-point," a baseline level of happiness that we return to, regardless of the ups and downs of life. Just like your weight set-point, which keeps the scale hovering around the same weight, your happiness set-point will remain the same – unless you make a concerted effort to change it.

According to the researchers, approximately 50% of your set-point is genetic, about 10% is related to life circumstances and the remaining 40% is within your control. It's the 40% under your control that gives you the power to raise your happiness set-point and increase your happiness. In the same way you'd crank up the thermostat to get comfortable on a chilly day, psychologists say you can reprogram your happiness set-point to a higher level of peace and well-being. Just as you can improve your health through diet and exercise, you can increase your happiness by changing your thoughts, behaviors, actions and habits. Finally, scientists have concluded what the great thinkers and philosophers have been telling us for all time – that increasing your happiness is an "inside" job.

Tips to increase happiness

Happiness researchers say that you have the ability and power to be happier by changing your habits. Below are strategies and "happiness activities" shown in numerous studies to increase the happiness of study participants. To improve your happiness, choose the strategies or activities that suit you best. Build these activities into your everyday life to ensure long-term success. Seek out additional resources, if needed, to expand your knowledge, skills and success in the areas you choose.

Live with purpose. People who strive for something personally significant – whether it's learning a new skill, raising a good family, or changing careers – are happier than those who don't have strong dreams or aspirations. Pick one or more significant goals and devote time and effort pursuing them. The process of working towards your goal is as important to your well being as its attainment.

Cultivate optimism. “Many people say things happen for the best. I don't agree with that,” says Tal Ben-Shahar, Ph.D., a Harvard University psychology professor and author of *Happier*. “But some people are able to make the best of things that happen – and that's a key to happiness.” One way to do this is to reframe your thoughts. If you see everything that goes wrong as being permanent (things are going to be this bad forever); pervasive (this is going to wreck everything); and personal (it's all my fault); you're more likely to feel sad, fearful or anxious. Instead try to view your problems as temporary (this will pass); limited (this problem affects only one, specific part of my life); and learn to look at the situation objectively to determine your part of the problem and what you can do. You can train yourself to look on the bright side. Using a practice called “cognitive restructuring,” you can help yourself become more optimistic by consciously challenging negative, self-limiting thinking and replacing it with more optimistic thought patterns. Numerous studies report that positive, optimistic people are happier and live longer.



Nurture your relationships. The happiest people surround themselves with family and friends. A Japanese study published last year found that contented people's happy experiences most often involved connecting with someone. Happy people have a strong bond with at least two out of three of these essential relationships: a partner, a friend, or a parent. Experts say the best way to improve a relationship is to invest time and energy in it.

Do more activities that truly engage you. Losing yourself in an activity, whether it's running, singing in a choir, gardening, reading a book or cooking a meal, promotes a contented state called “flow.” During a state of flow, you get so involved in an activity or task that nothing else seems to matter and you lose track of time. What puts you in a state of flow is usually an activity that uses your strengths and talents. Increase the experiences at home or work in which you lose yourself in total absorption.

Count your blessings. One way to feel happier is to recognize good things when they happen. Express gratitude for what you have privately and also by conveying appreciation to others. If you have trouble counting your blessings, try keeping a gratitude journal. Write down three to five things you're grateful for once a week. Several studies show that people who record what they appreciate experience greater happiness and less anxiety.

Learn to forgive. When we hold on to pain, old grudges, bitterness or hatred, many areas of our lives can suffer. When we're unforgiving, we are the ones who pay the price over and over. According to research conducted by Dr. Fred Luskin at Stanford University, people who learn to forgive become less stressed, less angry, more optimistic and reported healthier relationships and improved physical health. Forgiveness is not excusing someone else's wrong behavior, nor does it necessarily include reconciliation with the person who wronged us. Forgiveness means no longer dwelling on the wounds that keep us tied to the past. By learning to forgive, you take responsibility for how you feel and take back the power from others to keep hurting you. An effective forgiveness technique to consider: Write a letter in which you let go of anger and resentment toward those who have hurt you. Actually sending the letter is optional.

Practice spirituality. Studies show that people who have a spiritual dimension in their life – defined not as an affiliation with an organized religion, but as an internal sense of the spiritual meaning of life – are happier than those who don't. It doesn't matter what you call it – God, Spirit, Higher Power or Nature – connecting to your spirituality is the experience of feeling connected to a force bigger than yourself. The more deeply you experience this connection, the more content and happy your life will feel. To nurture your spiritual side: learn meditation, pray, read spiritual books, or get more involved in your church, temple or mosque.

Develop healthy coping strategies. It's hard to be happy if you're chronically over-stressed and emotionally drained. Stress and anxiety are huge barriers to health and happiness. Research from Harvard Medical School has found that women 100 years and older share a common trait – they're not plagued by negative feelings such as guilt, anger, fear and sadness. Find and practice healthy ways to manage stress, hardship or trauma.

Move your body. Research overwhelmingly shows that people who exercise are happier. Make some form of exercise – such as brisk walking, running, swimming or yoga – a regular habit. When you exercise, your body produces valuable brain chemicals and hormones – like endorphins, serotonin, dopamine and adrenaline – that impact your energy, mood and health. Additionally, taking up a sport or working out regularly will help you feel more in control of your body and health, thereby increasing your confidence and self-image. Also important to feeling happier: Eat a nutritious diet and get adequate sleep.

Recognizing Childhood Depression

Childhood depression is a serious illness with serious consequences. Left untreated, depression can lead to school failure, substance abuse and even suicide. Are you aware of the warning signs of child or teen depression?

Each day, at least one child in every elementary classroom across America may suffer from depression. And several teenagers sitting in every junior high and high school classroom may also have depression. Yet most parents and teachers never realize these children are silently suffering.

Warning signs for depression in children and teens

Because the child may not always seem sad, parents and teachers may not realize that troublesome behavior is a sign of depression. Child psychiatrists advise parents to be aware of the signs of depression in children and teens. If one or more of the warning signs below persists for more than two weeks, parents should seek professional help:

- Persistent sadness and hopelessness
- Withdrawal from friends and activities once enjoyed
- Increased irritability or agitation
- Missed school or declining school performance
- Changes in eating and sleeping habits
- Indecision, lack of concentration or forgetfulness
- Poor self-esteem or guilt
- Frequent physical complaints such as headaches and stomachaches
- Lack of enthusiasm or motivation or low energy
- Drug and/or alcohol abuse-- Recurring thoughts of death or suicide



*Source: National Mental Health Association

Additional warning signs for teens

Additionally, teens may experiment with drugs or alcohol or become sexually promiscuous to avoid feelings of depression. Teens also may express their depression through hostile, aggressive, or risk-taking behavior.

Getting help

If you suspect that your child or teen may need help for depression, it is extremely important that your child receives prompt, professional treatment. Depression is not simply a passing blue mood. Your child cannot simply get better by being “more positive.” Depression is the result of a chemical imbalance in the brain. If you need help, contacting your Employee Assistance Program (EAP) for professional assistance is a great place to start. Your EAP can provide you and your dependents with CONFIDENTIAL counseling, referrals and information and EAP counselors are specially trained to help people get the right help for depression.

How Can You Help a Family Member Who is Abusing Alcohol or Drugs?



Someone in your family has a problem with alcohol or drugs. What can you do to help?

You might think that an alcohol or drug problem belongs to the person who is drinking or taking drugs. But if a family member has a problem, then you have a problem too.

Families operate as a system in which each family member's behavior affects every other member's behavior. The abuser's behavior affects all family members, producing painful and difficult feelings in response. At the same time, the other members of the family – unintentionally – develop patterns of behavior that make it easier for the problem drinker or drug user to continue their substance abuse. This behavior is referred to as enabling. Here are some examples of enabling:

- Denying that there is a problem, or dismissing the problem as a small one.
- Rescuing the abuser from the consequences of his or her use, such as by “calling in sick,” covering up for a broken promise, or lending money.
- Taking over the abuser's responsibilities, making allowances or excuses, forgiving unforgivable behavior or to continue trying to be loving and caring in the face of abuse.
- Reinforcing drug use by participating in occasions where it is used.

All of these behaviors allow the abuser to keep using alcohol or drugs in destructive ways and allow the alcohol or drug abuse to progress to a more serious stage.

What to do

Contacting your Employee Assistance Program (EAP) is a great place to start if you suspect that a family member might have a problem with alcohol or drugs. A professional EAP counselor can help you assess your situation and help you determine the best way for you to help yourself, your drug using family member, or other family members. Highly recommended: You may also find it helpful to attend an Al-Anon meeting where family, friends and loved ones of alcoholics and drug addicts share their experience, strength and hope as they struggle to cope and come to terms with the effects of addiction.

For Your Information



Couple Care

Communication is the key to a strong, healthy relationship. Without effective communication, any relationship is in trouble. Communicate your thoughts, plans, ideas and opinions with your partner on a consistent basis. Equally important: Communicate your feelings – the joys, sorrows or frustrations we all experience.

Anger Management Tip

Walk away when you're angry. Before you react, take time to mentally regroup by counting to 10. Then look at the situation again. Walking or other physical activities will also help you work off steam.

Overwhelming Stress

If you're feeling overwhelmed by stress, how do you know when it's time to get professional help? According to the American Psychological Association, here are a few indicators:

- You feel trapped, like there's nowhere to turn
- You worry excessively and can't concentrate
- The way you feel affects your sleep, your eating habits, your job, your relationships, your everyday life.

If you or a family member needs help, contact your EAP for confidential counseling, referrals or information.

Employee Assistance Program Services – Free For All Kansas National Guard Technicians

PROVIDED BY YOUR EMPLOYER FOR YOU AND YOUR DEPENDENTS

Your Employee Assistance Program is a prepaid and confidential program designed to help employees and their dependents resolve problems which may be interfering with their personal, work or home life. EAP Consultants offers help for marital and family issues, substance abuse, job concerns, emotional problems, life adjustments, legal issues, financial matters, and elder care and child care referrals.

If you're experiencing problems which are causing concern, you and your EAP Counselor can work as a team to find solutions.

For assistance, call EAP Consultants at: **800-869-0276** or request services by secure e-mail on the Member Access page of our website at <http://www.eapconsultants.com/>.

Technician Appraisals Due November & December 2009

Submitted by SPC Jason Collier
Personnel Systems Assistant



184 ARW November 2009

ARNOLD DANIEL D
BARTH CHRISTOPHER E
BLISS PAUL GREGORY
CARRAWAY, III HERVEY DUFFY
CLAIN TERRY NEIL
CLIFFORD BRIAN SCOTT
ENDECOTT LARRY RAY
GERSTENKORN DONALD LEE
GONSALVES PEDRO A
HALEY STEVEN DEAN
HOBBS JIMMIE J
IVES JOHN M
KERR KENNETH R
KILL JOHN JEFF
KING WAYNE THOMAS
LOVE MATTHEW P
MARRERO RAFAEL J
MCGINNIS COLLIN TIMOTHY
OWENS GARY L
PEPPERED BASIL W

184 ARW NOVEMBER 2009

SCOTT MICHAEL R
STANDLEY STEVEN LYNN
WHITE JOHN LAWRENCE

184 ARW DECEMBER 2009

ANTAL RAYMOND CURTIS
BALLAH JASON T
BONNELL JAMES EARL
BURGET JUSTIN A
CASWELL KRISTIN E
COLLIATIE SIDNEY DONALD
FEAR MICHAEL J
GALBREATH WILLIAM H
GOLDENSTEIN JACOB G
HENSON STEPHEN S
JANSSEN BARRIE D
KNAAK CHRISTOPHER C
LEWIS JAMES W
MARSHALL TODD A
MCNANY RONALD J

Technician Appraisals Due
November & December 2009

Submitted by SPC Jason Collier
Personnel Systems Assistant

184 ARW DECEMBER CONTINUED...

NEWLIN JOSHUA C
PAXTON DANNY LEE
RAUSCH AARON C
RINGER ROBERT W
SCHWARZ RICHARD
SHAFT CRAIG CAMERON
SHIFFLETT TIMOTHY W
SHOCKEY JEREMY J
SILER MATTHEW W
SLOAN MARK R
WEATHERS LELEAND S
WELSHANS JEFFREY L
YOUNG JAY ALLEN

190th ARW November 2009

ADAMS KETIH MARTIN
CARVER JOSEPH M
DELEON PRECILIANO
DILLON BRIAN H
DUNN MICHAEL W
FOSTER TOBY A
GETSINGER JOSEPH DUANE
HICKMAN, DOUGLAS B
INNES KELLY D
KANAGY GLENN L
LOOPER LISA FAYE
MCCOY JOHN P
MCDANIEL ROBERT M
MILTZ MATTHEW S
MONTGOMERY MATTHEW A
PEREZ IVAN CHARLES
RAMIREZ GABRIEL S
ROUSCH DANNY MICHAEL
RYAN JOHN P
SABES MARK A
SHIRE MICHAEL ALDRICH
SMITH KIMBERLY L
SWINNEY JONATHAN F
SWISHER DENA JO
WADSWORTH GREGORY S
WALSH REGIS L
WEATHERFORD EDMUND J
WILLARD SHAWN P
WILLIAMS LUCRETIA A
WILLIAMS ROBERT J
WILSON CAROLYN KAY
WULFKUHLE CINDY A

190th ARW December 2009

BENTON DAVID D
CALVIN TIMOTHY D
COFFIN MICKEL EDWIN
DYMNIOSKI MICHAEL A
KERNES TERRY JAY
MASTERS RICHARD W
MONTGOMERY WILLIAM DONALD
PETERSON JAMES C
PIPPIN DUSTIN T
SOUTER RHONDA K
URBAN JACOB L
WADLEY GARY D
ZOBEL JOHN EDWARD

JFHQ NOVEMBER 2009

HARVEY BOBBI D ANN
WEBER JOSEPH W

JFHQ DECEMBER 2009

MCCONNELL LYNN MELANIE
WRIGHT MICHELE M



Army November 2009

ALEXANDER JOHN K
BROWN SUSAN J R
DAVIS ALBERT G
DAVIS DANIEL R
DODD BOBBY D
HAMPTON GRETTA LOUISE
HERREN MELISSA J
HOMEWOOD MARY L
KRULL ROGER ALTON
KUHN CHARLES PHILLIP
KUKER BRANDON L
MEHLHAFF DANIEL R
MUTHER JOHN D
NARRON KURT D
NUSSBAUM, JR RAY LINN
OLIVER PATRICIA ROENA
O'NEIL STEVEN P
ONSEN ALFRED EUGENE
PARSONS TONY D
PATTON TANA RENEE
PERKINS SHAWN A
PIPER DANIEL WADE
QUANEY WILLIAM EUGENE
RANEY MATTHEW A
SCHEIDEMAN STACY K
SEATS MARK SINCLAIR
SHARPTON MATTHEW J
SNYDER RONALD K
STRATMANN CHRISTOPHER A
WADE JAMES D
WALZ GREGGORY R.
WINTERS ROBERTSON C
ZISHKA AMANDA M

Army December 2009

ANDERSON JOHN F
ANDREW, II JOHN KENNETH
ANDRIJESKI PAUL C
ARNOLD JEFFREY ALLEN
BABCOCK, II LYLE EDWARD
BARUTH SCOTT DOUGLAS
BOWMAN CURTIS GENE
BOWSER WAYDE D
BREON CODY A
BRIDGES JAMES OWEN
CAMPBELL BRENT W
CARL II JOHN R
CLOYD ABRA N
COMBES RICKY JASON
CRAIG MONICA K
CRUZ SAMUEL

Army December 2009

DAVIS WILLIAM G
DETWILLER WILLIAM W
DILLON JOSEPH K
ELDER JANICE M
FLINN CASEY N
FOX SHERLY L
GEORGE MARK LAVERN
GOESTZ ERNEST J
GUTHERIE WILLIAM G
GUYETT MICHAEL HERBERT
HANNAH SANDRA S
HOLDER DENNIS DWIGHT
HOLDREN BRENDA M
INGMIRE MATTHEW L
ISTAS JIMMY LEE
JACKSON RICHARD E
JACOBS MELVIN DOUGLAS
JONES CHARLES E
LANDERS KEVIN ROBERT
LEWIS ROBIN L
LYNE JERROLD D
MADDEN MICHAEL E
MANLEY SHAWN C
MILLER JOHN S
MUNK DALE C
ODEN HEATH D
O'NEIL TIMOTHY E
POSCH CRAIG JOSEPH
RALSTON TERRY P JR
RASKA DAVID C
RIEDEL KYLE X
RODINA STEPHEN C
RUTHIG RANIE D
SPEAKS BRENT W
SPRY WAYNE ELLIS
SWAFFORD JAMES M
TUNHEIM CRAIG S
WALTERS JENNIFER L
WHEELER DAVID JOE
WOODYARD BOYD ALAN
YOUNGMARK BRADLEY D



Family Programs Office

Submitted by Ms. Mary Nesbitt
Family Programs Director

Up-Coming Events for November and December 2009

November 7th	287th 30 day Reintegration in Wichita
November 14th	Marriage Retreat in Overland Park, Kansas
November 16th—20th	Victims Advocate Training
December 6th	FRG Training for the 2-137th in Lawrence
December 12th	287th 60 day Reintegration in Wichita

November is American Indian Heritage Month

Navajo Code Talkers

The code that was never broken

Submitted by Maj Shelly Bausch
EO/EEO Manager

Source: Department of the Navy

Guadalcanal, Tarawa, Peleliu, Iwo

Jima: the Navajo code talkers took part in every assault the U.S. Marines conducted in the Pacific from 1942 to 1945. They served in all Marine divisions, transmitting messages by telephone and radio in their native language—a code that the Japanese never broke.

Why Navajo?

The idea to use Navajo for secure communications came from Philip Johnston, the son of a missionary to the Navajos and one of the few non-Navajos who spoke their language fluently. Johnston, reared on the Navajo reservation, was a World War I veteran who knew of the military's search for a code that would withstand all attempts to decipher it. He also knew that Native American languages—notably Choctaw—had been used in World War I to encode messages.



President George W. Bush honored Navajo Code Talkers in July 2001.

Johnston believed Navajo answered the military requirement for an undecipherable code because Navajo is an unwritten language of extreme complexity. Its syntax and tonal qualities, not to mention dialects, make it unintelligible to anyone without extensive exposure and training. It has no alphabet or symbols, and is spoken only on the Navajo lands of the American Southwest.

Creating a Code

Early in 1942, Johnston met with Major General Clayton B. Vogel, the commanding general of Amphibious Corps, Pacific Fleet, and his staff to convince them of the Navajo language's value as code. Johnston staged tests under simulated combat conditions, demonstrating that Navajos could encode, transmit, and decode a three-line English message in 20 seconds. Convinced, Vogel recommended to the commandant of the Marine Corps that the Marines recruit 200 Navajos.

In May 1942, the first 29 Navajo recruits attended boot camp. Then, at Camp Pendleton, Oceanside, California, this first group created the Navajo code. They developed a dictionary and numerous words for military terms. The dictionary and all code words had to be memorized during training. Once a Navajo code talker completed his training, he was sent to a Marine unit deployed in the Pacific theater.

The Navajo Code Talker's Dictionary

When a Navajo code talker received a message, what he heard was a string of seemingly unrelated Navajo words. The code talker first had to translate each Navajo word into its English equivalent. Then he used only the first letter of the English equivalent in spelling. Thus, the Navajo words "wol-la-chee" (ant), "be-la-sana" (apple) and "tse-nill" (axe) all stood for the letter "a." One way to say the word "Navy" in Navajo code would be "tsah (needle) wol-la-chee (ant) ah-keh-di-glini (victor) tsah-ah-dzoh (yucca)."

Not all words had to be spelled out letter by letter. The developers of the original code assigned Navajo words to represent about 450 frequently used military terms that did not exist in the Navajo language. Several examples: "besh-lo" (iron fish) meant "submarine," "dah-he-tih-hi" (hummingbird) meant "fighter plane" and "debeh-li-zine" (black street) meant "squad."

Success in the Pacific

Praise for their skill, speed and accuracy accrued throughout the war. At Iwo Jima, Major Howard Connor, 5th Marine Division signal officer, declared, "Were it not for the Navajos, the Marines would never have taken Iwo Jima." Connor had six Navajo code talkers working around the clock during the first two days of the battle. Those six sent and received more than 800 messages, all without error.

The Japanese, who were skilled code breakers, remained baffled by the Navajo language. The Japanese chief of intelligence, Lieutenant General Seizo Arisue, said that while they were able to decipher the codes used by the U.S. Army and Army Air Corps, they never cracked the code used by the Marines.

Department of Defense Honors Navajo Veterans

Long unrecognized because of the continued value of their language as a security classified code, the Navajo code talkers of World War II were honored for their contributions to defense on Sept. 17, 1992, at the [Pentagon](#), Washington, D.C.

Thirty-five code talkers, all veterans of the U.S. Marine Corps, attended the dedication of the Navajo code talker exhibit. The exhibit includes a display of photographs, equipment and the original code, along with an explanation of how the code worked.



Didja Know? Going to PEC

Submitted by Dottie Clark
HRO Employee Development Specialist

- Are you an Army AGR or Technician going to Camp Robinson for a Functional Course?



- I know, you are saying to yourself, "What's a Functional Course?"
*Functional Courses are those at PEC that include some of the following:

- *Readiness NCO
- *Training Office/NCO
 - *Fiscal Law
 - *Security +
- *and several more.



- The courses are listed in ATRRS.
- They are not Events or Conferences conducted at Camp Robinson.

- Anyway, as I was saying... There will be a couple of things you will do differently in DTS if you are attending a Centrally Funded Course.
 - *Not all courses at PEC are Centrally Funded.
 - *NGB funds these courses, not Kansas
 - *It's NGB's money, not ours
 - *We merely process travel orders for PEC



- How do you know if the course you have a reservation for is Centrally Funded?
 - *30 days prior to the Report date, you will receive an email from the Resource Management folks at PEC.
 - *The letter will indicate you have a reservation to attend.
Example: You have a reservation for FMS TAMMS
 - *The letter will indicate exactly what PEC needs you to type in Trip Description Box.**

Continued...

- *Continue creating your Authorization request just like You have for any other TDY.
- *You need to Upload that email PEC sent you...Do you Remember how and where you do that?
- *Scan the email. Upload it at this screen.***

Receipts - Microsoft Internet Explorer

Logged In As: Traveler Name: Document Name: RBT0PEKAKS071609_V01 Screen ID: 1148.1
Document Type: Voucher

Close Window
Help for this screen

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Rec

To fax in your receipts, click on the Fax Cover Sheet, and follow the instructions on the cover sheet. To upload receipts that you have scanned, click "Browse..." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on a receipt, click "Notes". To add or change notes on a receipt, click "Notes".

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> Print Fax Cover Sheet

> Upload Scanned Receipts

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
------	-----	-------	------	--------

Proceed to the following page:

- *Now you have to add in the Accounting Label**
- *your email from PEC will give you the instructions.**
- *Add the line of Accounting at this screen:**

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit Tools Help

Logged In As: Traveler Name: Document Name: RBLITTLEROCKA100409_A02 Screen ID: 1064.5
Document Type: Authorization

Close Window

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Preview Other Auths. Pre-Audit

Print Document

Review the trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to the next section.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or

Continued...

***Follow the click below**

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Logged In As: [User] Document Name: RBLITTLEROCKA100409_A02 Screen ID: 1067.1
Traveler Name: [Name] Document Type: Authorization

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

Accounting Codes Trip Totals

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Oct-09 End Date: 16-Oct-09 Find Accounting Label

Accounting Label: ---Select--- From DA180KSASHM

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

CLICK CROSS ORG LOA

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No Accounting Information Available.

Proceed to the following page: Preview Continue

***Click Cross Org LOA**

***The Slide below is an Example Only. Use the line Of Accounting stated in your email.**

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Logged In As: [User] Document Name: RBLITTLEROCKA100409_A02 Screen ID: 1067.1
Traveler Name: [Name] Document Type: Authorization

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

Accounting Codes Trip Totals

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Oct-09 End Date: 16-Oct-09 Find Accounting Label

Accounting Label: ---Select--- From DA180KSASHM

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

THIS IS AN EXAMPLE: USE THE LINE OF ACCOUNTING IN YOUR EMAIL.

USE LINE OF ACCOUNTING FROM YOUR EMAIL PEC SENT TO YOU.

Selected Accounting Code(s)

10 PEC PW CBA (DA180PEC)
10 PEC PW IBA (DA180PEC)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No Accounting Information Available.

Proceed to the following page: Preview Continue

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Document Name: RBLITTLEROCKA100409_A02 Screen ID: 1067.1 Close Window Help for this screen

Document Type: Authorization

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes Trip Totals

Select the accounting codes for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Oct-09 > Find Accounting Label

End Date: 16-Oct-09

Accounting Label: ---Select--- From DA180KSASM

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
10 PEC PW IBA	DA180PEC	> view/edit	> remove

Proceed to the following page: Preview Continue

start 2 Microsoft O... 7 Internet Ex... Didja Know 2 Microsoft O... 12:41 PM

***Congratulations. You ought to be ready to sign this thing now.**

*****Before you sign the Authorization, make sure that you change your routing list to reflect AGR TVL or Tech Tng.**

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Logged In As: Traveler Name: Document Name: LBSRTISALINA051409_A01 Screen ID: 1059.1 Close Window Help for this screen

Document Type: Authorization

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: HRO TECH TRVL

Additional Remarks:

Submit Completed Document

MAKE SURE ROUTING LIST IS EITHER AGR TVL OR TECH TNG.

transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

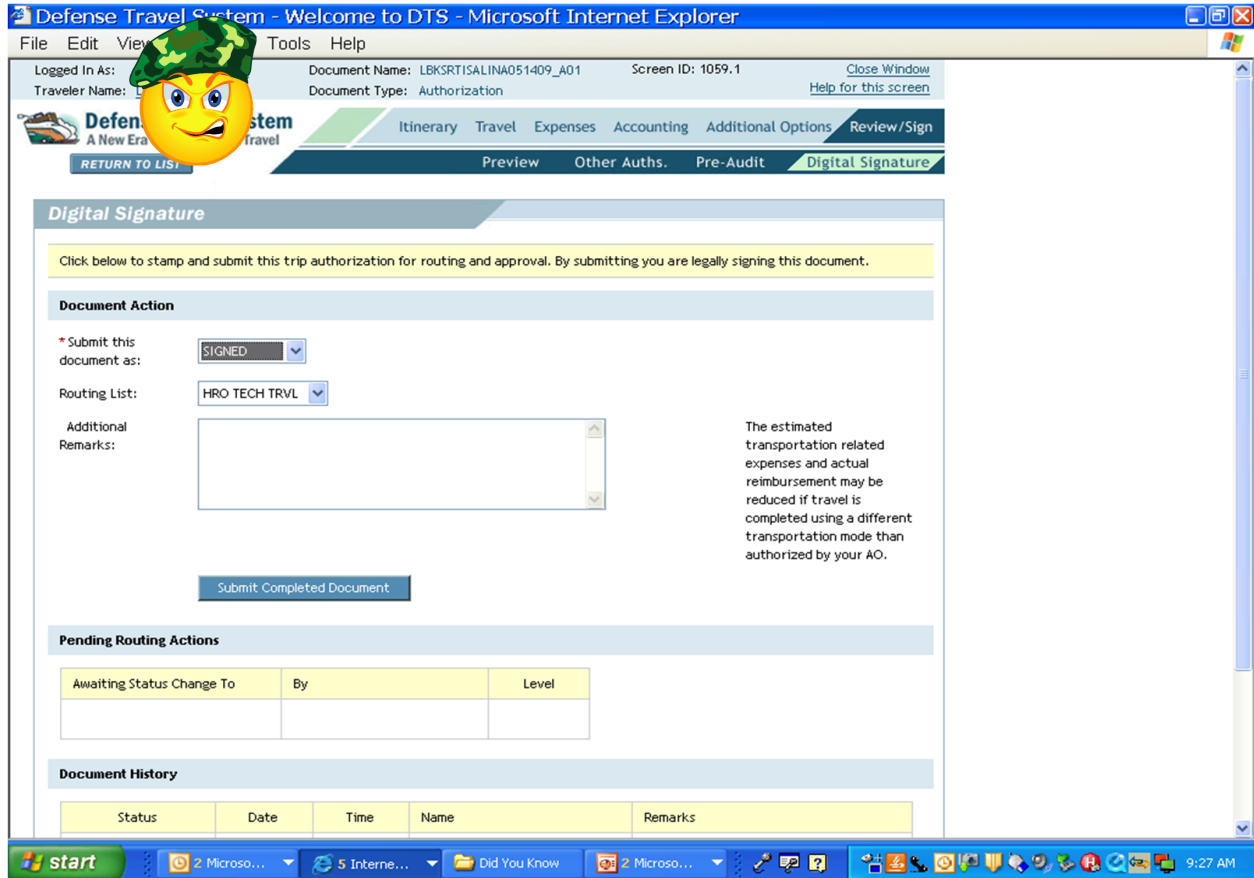
Awaiting Status Change To	By	Level

Document History

Status	Date	Time	Name	Remarks

start 2 Microso... 5 Interne... Did You Know 2 Microso... 9:27 AM

- ***Make sure your routing list either AGR Tvl or Tech Tng**
- ***Use the drop down list to find the correct list**



Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Logged In As: [User Name] Document Name: LBKSRITISALINA051409_A01 Screen ID: 1059.1
 Traveler Name: [User Name] Document Type: Authorization

Close Window
Help for this screen

Defense Travel System
A New Era in Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

Submit Completed Document

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level

Document History

Status	Date	Time	Name	Remarks

***Now your authorization is on its way for approval.**



Didja Know? Government Lodging Rates

Submitted by Dottie Clark
HRO Employee Development Specialist

- When calling for your hotel reservation, you should always advise the reservation clerk that you must have a government room rate.
- As you are creating your Authorization in DTS, check the Expenses-Per Diem Entitlements...

Didja Know? Government Lodging Rates Continued...

*Remember this screen?

*In this example, the Government Lodging Allowed rate is \$88.00

*If you Do Not request and receive the Government Lodging Rate you will be required to justify why you are asking for "Actual Lodging Expense."

*If you forget to ask for the Government Lodging

*Rate, you can try calling the hotel to see if they will correct their Lodging Rate on your bill.

*Let the clerk know you are REQUIRED to get the Government Lodging Rate.

*Request a Corrected Receipt for your voucher.

*If the hotel will not cooperate and reduce your rate to the Government Lodging Rate, you will need to justify the Actual Lodging Rate with your Program Manager.

*If your Program Manager allows the higher rate, you will need to fix it in DTS.



Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Tools Help

Document Name: DCLITTLEROCKA060109_A01 Screen ID: 1022.1 Close Window
Document Type: Authorization Help for this screen

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE	Per Diem Rate	Code	B	I	D	Otr
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual							
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC-Individual	Personal	88 / 54	NONE				

Reset All Edit All

***Click EDIT ALL (on the Slide):**

CLICK "EDIT ALL"

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Document Name: DCLITTLEROCKA060109_A01 Screen ID: 1022.1

Close Window Help for this screen

A New Era of Government Travel

RETURN TO LIST

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> Reset	88.00	88.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	> Edit	> Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				

Reset All Edit All

***Click Expenses-Per Diem Entitlements**

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Document Name: DCLITTLEROCKA060109_A01 Screen ID: 1021.1

Close Window Help for this screen

A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

You may apply changes to this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CAMP ROBINSON@LITTLE ROCK,AR

Values Apply From Date: 06/01/2009

Values Apply Through: 06/05/2009

Per Diem Rates

Costs are total for all travelers. You may change your lodging or expense details such as payment method, reimbursable, etc. Use the "View Expense Details / Currency Calculator" link for

Per Diem Rate: 88 / 54

Lodging: \$ 88.00

M & IE: \$ 40.50

Duty Conditions

Check all of the following that apply:

☐ Field Conditions

☐ Adverse Effects/Commercial Quarters

CLICK EXPENSES-PER DIEM ENTITLEMENTS. ENTER ROOM RATE.

***Enter the Room Rate in the Lodging box**

***Click on the "Actual Lodging"**
***Then click on the "Save These Entitlements"**
*******YOU ONLY NEED TO CLICK ON THE "ACTUAL LODGING" IF THE RATE IS ABOVE THE GOVERNMENT RATE.**

CLICK HERE

CLICK HERE NEXT

*When going through your normal digital signature process, you will ultimately be directed to the "Pre-Audit" page.
This screen shows what you will see and need to do to satisfy the Flag you got when you changed the lodging rate.
***Type in your justification for the rate change for each day**
***Justify why the rate isn't the Government Lodging Rate**

Type in your justification for the rate change for each day.

Justify why the rate is not the Government Lodging Rate.



*Actual Expenses are for Mission Essential requirements
 *Reviewers are responsible to insure that the travelers are being prudent too!



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
FEDERAL HUMAN RESOURCE OFFICE
2722 SW TOPEKA BLVD. ROOM 136
TOPEKA, KS 66611-1287**

20 October 2009

JFHQKS-J1/HRO

MEMORANDUM FOR ALL FEDERAL EMPLOYEES

SUBJECT: 2009 H1N1 Pandemic Influenza Information and Guidance

As you are probably aware the H1N1 influenza has reached pandemic levels. We cannot say for sure what will happen in Kansas, but as we move into the fall and winter flu seasons it is time to prepare. This document contains information concerning flu in general, how the flu is transmitted, how to reduce that transmission and leave guidance during the pandemic. Following these steps will maximize our readiness should we be called upon to aid the citizens of Kansas.

Flu Symptoms

- Influenza is a respiratory illness. Symptoms of flu include sudden onset of body aches, fever and respiratory symptoms (such as cough, sore throat and runny nose).
- Many people use the term "stomach flu" to describe illnesses with nausea, vomiting or diarrhea. These symptoms can be caused by many different viruses, bacteria or even parasites. While vomiting, diarrhea and being sick to your stomach can sometimes be related to the flu (particularly in children), these problems are rarely the primary symptoms of influenza.
- Some persons can be infected with the flu virus but have no symptoms. During this time, these people can still spread the virus to others.
- Most people who get influenza will recover in one to two weeks; however, some people will develop life threatening complications (such as pneumonia) as a result of the flu.
- Some of the complications caused by flu include bacterial pneumonia, dehydration and worsening of chronic medical conditions, such as congestive heart failure, asthma or diabetes. Children may get sinus problems and ear infections as complications from the flu.

What to do if you have symptoms

- Sick employees should stay home. People with symptoms of flu-like illness should stay home until at least 24 hours after they are free of fever.
- Procedures for Technician Employees:
 - o Employees who appear to have flu-like symptoms upon arrival, or who become sick during the work day, should be promptly separated from others and sent home. Technicians refusing to take leave will be placed on enforced leave. Administrative leave is not authorized.
 - o Medical documentation for Technicians: Administrative leave procedures will be relaxed to provide approval and return to work without a health care certification from a medical practitioner. Employees may self-certify their illness if they did not seek medical attention.
 - o Care for Family Members: Technicians may use sick leave to take care of sick family members (i.e., up to 13 days per leave year for routine family care illness and up to 12 weeks for a serious health condition).
 - o Types of leave available: Sick leave for the employee and care of family as discussed above, Advanced Sick Leave (refer to TPP 610, requires HRO approval), Annual Leave for care of children if school or daycare closes, Advanced Annual Leave (refer to TPP 610, Supervisor Approves), compensatory time off may be substituted for Annual Leave. Refer to TPP 610 for Leave for Emergency Duty (Law Enforcement Leave) in the event of an order to State Active Duty.
- Procedures for AGRs:
 - o Employees who appear to have flu-like symptoms upon arrival, or who become sick during the work

day, should be promptly separated from others and sent home. AGR's can be ordered to go home.

- o Reference AR 600-9-10 or AFI 36-3003 for appropriate procedures for personnel accountability and leave procedures.

Steps to reduce the spread of H1N1

- Encourage frequent hand washing with soap and water for at least 20 seconds (sing the alphabet song) or use an alcohol based hand cleaner, especially after coughing or sneezing.
- Cover your coughs and sneezes. Coughs and sneezes should be into a tissue or into the elbow area.
- Implement enhanced environmental cleaning measures to include: thorough cleaning of surfaces frequently touched with hands at least once each day. Each facility manager should establish an enhanced cleaning process to decontaminate sinks, handles on doors and drawers, key boards, railings and countertops. Procedures will be implemented to task employees with keeping their work area clean and disinfecting phones.

Social Distancing

- Consider teleconferencing in lieu of face-to-face meetings, especially if travel outside of the duty facility is required.
- Encourage procedures for customer service and inter-office work arrangements to maintain a working location separation of 6 foot minimum from co-workers when possible.

Other Concerns

- Prepare for increased numbers of employee absences due to illness in employees and their family members and plan ways for essential business functions to continue. Cross-train staff to perform essential functions so that business operations can continue.
- Minimize travel to high traffic areas. Advise workers to check for signs of flu-like illnesses before traveling, to notify their supervisor, and stay home if they are sick. Tell employees who are traveling how to seek health care if they become sick enough on the road to require care. If employees become sick during travel, they should notify their supervisor and stay in their hotel room until their fever has resolved for at least 24 hours, unless they are seeking medical care.
- Prepare for the possibility of school dismissal or temporary closure of child care programs. Allow workers to use annual leave to stay home to take care of their children if schools are dismissed or child care programs are closed. Encourage your employees with children to plan for child care alternatives if possible.
- Supervisors who experience adversely mission accomplishment secondary to absenteeism should follow their chain of command through their MSC AO/COS; Directorate; or Group/Wing Commander and contact HRO (SMSgt K Guffy at 785-274-1162) with all relevant information. HRO will assist supervisors mitigate shortfalls as resources are available.

Supervisors should begin implementing this guidance immediately. By preparing now we can ensure a healthy workforce during the flu season.

FOR THE ADJUTANT GENERAL:

"Signed"

KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

AGR NEWS

Submitted by 1LT Kendrea Shingleton
AGR Manager

DTS

Approval must be made before you travel!

- Reference HRO Policy # 18-POV or rental car usage request AFTER travel are subject to review and may not be automatically or retroactively approved.
- When staying in Salina all travelers are required to obtain a Statement of Non-availability from Nickell Hall prior to using commercial lodging.

SRB and QRB Board: Change in policy: AGR Soldiers will now be considered until 18 years of Active Service. The old policy exempted soldiers after 15 years of Active Service. If you are between 15 and 18 years don't be surprised to receive notification for the SRB and QRB in the spring...check your IPERM File now!

Active Duty Dental Program (ADDP): NEW Active Duty Dental Program EFFECTIVE 1 AUGUST, 2009. United Concordia was awarded the contract to oversee ALL Active Duty Service Members... this means AGR & ADOS Soldiers, including all soldiers enrolled in Prime Remote. You will no longer go through MMSO but will instead, go directly through UCCI Dental.

Information about the requirements and program can be found at www.addp-ucci.com. On the home page, click "Active Duty Service Member."

This program does NOT apply to family members.

Leave Tracking System: Beginning 1 November 2009 AGR Soldiers will use the new automated Leave Tracking System for all leave transactions. The new Leave System streamlines the leave request process and allows supervisors the ability to better manage coverage and leave balances for their employees. This system complies with processing requirements established by AR 600-8-10.

<https://ftsmcs.ngb.army.mil>

Retirement: Thinking about retiring? Did you know you can request retirement 12 months in advance? By submitting your request early you allow your unit adequate time to fill your position. Please contact the AGR Section to request a retirement packet.

Eat Free at Applebee's

Military veterans and active-duty service members will be able to eat for free at any Applebee's across the U.S. on Veterans Day, Wednesday November 11, 2009. There will be six entrees from the menu to choose from. Guests will be asked to show one or more of the following as proof of service:

U.S. Uniform Services Identification Card
U.S. Uniform Services Retired Identification Card
Current Leave and Earnings Statement
Veterans Organization Card
Photograph in Uniform
Wearing Uniform in Person

For more information about Veterans Day at Applebee's, visit the Applebee's website at www.applebees.com/vetsday. A complete listing of all Applebee's locations is available at: www.applebees.com.

HRO is Committed to Offering Quality Training for Our Employees.

Submitted by Dottie Clark
Employee Development Specialist

Below are dates for Technician Supervisor Courses and Early Career, Mid-Career and Pre-Retirement Seminars that will be offered at Nickell Armory, Topeka, KS.

Reminders will be sent out approximately 30 days prior to the training events.

Technician Supervisor Training:

Target Audience: Employees that supervise Technicians. It is MANDATORY for all NEW supervisors. Veteran supervisors will attend every 3 years to get acquainted with new policies and procedures and to brush up on current information.

February 9-11, 2010

April 20-22, 2010

September 14-16, 2010

November 9-11, 2010

POC: Dottie Clark, x1185

Career Planning Seminars:

Target Audience:

Early Career: Technicians with 1-5 years of Federal Service.

Mid-Career: Technicians with 5-15 years of Federal Service.

Pre-retirement: Technicians that are within 5 years of their Federal retirement.

Pre-Retirement Seminar February 23-24, 2010.

Early Retirement Seminar February 25, 2010.

Mid-Career Seminar February 26, 2010.

Pre-Retirement Seminar September 21-22, 2010

Early Career Seminar September 23, 2010

Mid-Career Seminar September 24, 2010

POC: Bobbi Harvey, x1172

Federal Human Resource Office Staff Contacts
2722 SW Topeka Blvd. Room 136
Topeka, KS 66611
Commercial Fax: (785) 274-1604

Col Kathryn Hulse	Human Resource Officer	x1181	Rm 142
LTC Mike Erwin	Deputy HRO Officer	x1167	Rm 141
SMSgt Keith Guffy	State Labor Relations Specialist	x1162	Rm 140

MANPOWER DIVISION

Capt Tanya Wehrli	Chief, Manpower	x1982	Rm 138
CMSgt Lynn McConnell	Personnel Systems Manager	x1165	Rm 136
SPC Jason Collier	Personnel Systems Assistant	x1163	Rm 136
CW3 Sandra Hannah	Classification Specialist	x1161	Rm 136
SSgt Tracy Hansen	Classification Specialist	x1510	Rm 136
MSG Lyle Babcock	Management Analyst	x1941	Rm 136

EMPLOYEE SERVICES DIVISION

Capt Julie Burns	Chief, Employee Services	x1170	Rm 137
Bobbi Harvey	Employee Relations Specialist	x1172	Rm 136
MSgt Robin Lewis	Human Resource Specialist	x1206	Rm 136
MSgt Kathy Thornton	Human Resource Assistant	x1187	Rm 136
MSgt Terry Spangler	Staffing Specialist	x1160	Rm 136
SGT Jennifer Walters	Staffing Specialist	x1184	Rm 136
TSgt Orlando Saucedo	Staffing Specialist	x1053	Rm 136
Dottie Clark	Employee Development Specialist	x1185	Rm 136
Michele Wright	Human Resource Assistant	x1180	Rm 136

AGR BRANCH

1LT Kendrea Shingleton	AGR Manager	x1182	Rm 135
SFC Katie Carnahan	AGR Staffing Specialist	x1186	Rm 136
SPC Sharon Smart	AGR Pay Specialist	x1636	Rm 136
TSgt Doug Roudybush	Tricare Specialist	x1164	Rm 136
SGT Daniel Forrest	HRO Specialist	x1330	Rm 136

EEO/EO DIVISION

Maj Shelly Bausch	EEO/EO Manager	x1166	Rm 143
SFC Francisca Jimenez	EEO/EO Specialist	x1168	Rm 143

FAMILY PROGRAMS

MAJ Robert Stinson	Chief, Workforce Support	x1183	Rm 105
Mary Nesbitt	Family Programs Director	x1171	Rm 101
Vacant	Family Programs Assistant	x1173	Rm 102
PFC Stephanie Hodges	Family Programs Assistant	x1512	Rm 102
Larry Levindofske	Yellow Ribbon Support Specialist	x1129	Rm 112
Robert Johnson	Military Family Life Consultant	x1129	Rm 112
DC Hannah	Transition Assistance Advisor	xTBD	Rm 112
Shannon Ozburn	Director of Psychological Health	xTBD	Rm 104

TRICARE

SGT Shawn Evans	Tricare	xTBD	Rm 112
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ESGR

Fred Waller	ESGR Director	x1559	Rm 112
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Reach us on the web at: <https://www.ks.ng.mil/jfhq/hro>

1. Drop down to "HRO Bulletins"
2. Click on the Bulletin Issue

****Happy Holidays to All!**

